

SLC CONFERENCE AND HOTEL REGISTRATION IS NOW OPEN.

This means that you are now able to register your students, advisers, and chaperones/guests to attend the Wisconsin FBLA State Leadership Conference (SLC) at Chula Vista Resort & Conference Center in Wisconsin Dells. The conference dates are April 12-13, 2010.

Please **review these directions thoroughly** before sitting down to register your students for SLC competitive events. Failure to do so may result in student registration that is not correct and might result in student ineligibility.

Hotel registration instructions, information, and registration form is attached, but can also be found here: <http://www.dpi.wi.gov/fbla/slc.html> (will be posted later today).

Connect to the registration site by going directly to <http://www2.dpi.state.wi.us/fbla/>.

Getting Started

ENTER ALL INFORMATION IN ONE DAY, if at all possible!

1. Begin by logging into the registration site. Your password for this site remains the same as for RLC registration. Each chapter has a unique password. Select your chapter name from the pull-down list and enter your chapter password.
2. Once you have signed in, begin by using the navigation links along the top of the page, beginning on the far left (Overview of SLC). Read any procedures or instructions carefully. You may print these screens to have handy as your progress through the registration process if necessary.
3. When you have reviewed the information under the **Overview of SLC** link and the **SLC Procedures** link, you may begin registering your chapter by selecting the **Register Participants** link. It is imperative that you progress carefully through this link as you must register advisers, students, chaperones/guests, chapter events, and event Web sites (if competing in Electronic Career Portfolio, E-Business or Web Site Development) using the **Register Participants** link.
4. Begin by registering the chapter adviser. If your co-adviser (or student teacher) will attend SLC, and does not appear in the drop-down list, select the **New Adviser** link at the bottom of the page. Reminder, each chapter attending the conference will be **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones. (PLEASE NOTE: Chaperone Policy Clarification: this ratio is based on the number of students registered at the time of the close of registration). If necessary, chaperone/guest registration information is described in Step 6.
5. Register students next. You will find your active national members in a list on this page (if a member who is competing is not in that list, contact the State Office immediately...be prepared to **verify payment** of membership dues), and SLC qualifiers pre-entered (**Please note: If you have notified the State Office that a student cannot compete at SLC, please REMOVE the student from your list. ALSO, if you have been notified that a student is now eligible to compete due to another student not attending, be sure to ADD this student**).

For each student competing at the SLC, please complete the following:

- a. Select the student to register by clicking on the **Register** button on the right.
- b. Select the **delegate type** from the drop-down list.
- c. Select the **event** they will compete in at SLC. (If a chapter event, please select “no event” and refer to Step 7 to complete chapter event registration.)
- d. Unselect the **check-boxes** if this participant **WILL NOT** attend the Banquet or Closing Session.
- e. Select the **check-box** if this student is your chapter’s Who’s Who nominee.

All RLC qualifiers are **pre-entered**, but each student will need to be officially REGISTERED. Click on the name of each pre-entered qualifier. Be sure to verify the delegate type, correct event, attendance at the banquet and/or closing session, including your chapter’s Who’s Who nominee.

To clarify Delegate type: **Delegate** is a competitor in any event, **Special Delegate** is a student attending as a candidate but not competing (each chapter is only allowed two special delegates), **Voting Delegate** is student who will vote in state officer elections on behalf of your chapter (each chapter gets two voting delegates) Voting delegates from Regionals have been moved over to the state level. If your Voting Delegates have changed, be sure to change the delegate type for these students.

To determine who may attend, please refer to “Competitive Event Levels & Eligibility Chart” and “Who May Attend the Leadership Conference” in the 2009-2010 Wisconsin FBLA Competitive Event Guidelines Pages 137-138.

Please remember to contact the State Office if you have students unable to compete so the next student eligible can be contacted. Thank you.

6. Register any chaperones/guests who will be attending with your chapter (chaperones or guests who are not advisers, student teachers, etc.). Again, all chapters are **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones.
7. Register chapter events that will compete at SLC. You must register all chapter events (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project) that you have students competing in and you must assign 1 to 3 students who are currently registered who will be presenting that project (Local Chapter Annual Business Report – no presentation) at SLC.
8. ***If you have students competing in the skill events*** (Accounting II, Computer Applications, Database Design & Applications, Desktop Publishing, Spreadsheet Applications, Word Processing I, Word Processing II, and Job Interview application form), your test administrator should have received their SLC skill event administrative test materials via e-mail on February 23. Your test administrator will need to send verification paperwork and completed skill event tests to the State Office after the tests are completed. ***These materials, including any testing documents used to administer the test, must arrive at the State Office no later than March 9, 2010.***

If you need to CHANGE your TEST ADMINISTRATOR, do NOT enter it here. Send an email directly to the STATE OFFICE.

9. If you registered students in Electronic Career Portfolio, E-Business or Web Site Development, you must register your site URL address under the **Register Participants** link.
10. Please preview event registration from the **Register Participants** link. Select the **Preview Registration** link. To **edit** student registration, select the student’s name on the left.

To **delete** a student registration, select the delete button on the right. **Please remember to contact the State Office if you have students unable to compete so the next student eligible can be contacted.**

11. You may register for Tours, Workshops, and the SLC Monopoly Tournament. Before registering, please review the **Monopoly/Tours/Workshops Information** link, and check for scheduling conflicts. Activities are arranged by time category, and available space is displayed. To register for an activity, select the student name from the drop-down list; click on the radial button to select activity selections; click on save selections; repeat for next student registration. **Note the additional cost associated with tours and monopoly tournament.**
12. Finally, please click on the **Return of SLC Materials** link at the bottom. You may select between two options for the return of conference materials. **Note additional cost will be added to the SLC Registration invoice for items to be sent after the conference.**
13. Once you have completed all 8 sections of the **Register Participants** link that may apply, you may verify your chapter's registration by selecting the **Preview Event Registration** and **Preview Monopoly/Tours/Workshop Registration** links at the center of the page. You will note that you can make deletions on these screens or may go back to the **Register Participants** link at the top of the page to make changes or additions at any time until registration closes **March 5, 2010 at 4 pm.**
14. When you are satisfied that everything is correct, review and print both invoices. Select the **Reports** link from the top of the page and then select the **SLC Chapter Invoice** link.
You may use your browser toolbar at the top of your screen to print your chapter's completed invoice. One copy of your registration must be included with your check, made payable to Wisconsin FBLA, and must arrive at the State Office no later than **March 19, 2010.**
15. Return to the **Reports** link at the top of the page and select the **SLC Monopoly/Tours/Workshops Registration Roster/Invoice**. Please print this page as your invoice. Similarly, a copy of this registration must be included with your check, made payable to Wisconsin FBLA, and must arrive at the State Office no later than **March 19, 2010.**
16. Return to the **Reports** link at the top of the page and select the **Preconference Requirement Registrations**. Please print this report and use it to cross reference your submissions to the state office.

As always, if you have any questions about the on-line registration system, please contact us. If you have questions about events, please review the 2009-2010 Wisconsin FBLA Competitive Events Guidelines. We wish you all good luck at SLC!

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